



DEPARTMENT OF THE ARMY
UNITED STATES ARMY TEST AND EVALUATION COMMAND
4501 FORD AVENUE
ALEXANDRIA VA 22302-1458



Commander's Policy #9

CSTE-PR-E

27 March 2003

MEMORANDUM FOR ALL ATEC PERSONNEL

SUBJECT: Commander's Policy #9 – Commitment to Employee Development

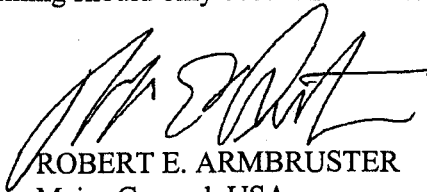
1. References:

- a. Army Regulation 350-1, Army Training.
- b. Code of Federal Regulations, Title 5, Volume 1, Part 410, Training.
- c. ATEC Regulation 350-1, Military and Civilian Personnel Training Program.

2. ATEC is committed to the development and professional growth of all military and civilian employees. Each command/activity within ATEC will include employee development in their strategic planning. Effective, continuous education is critical to our vital test and evaluation mission. Employee development programs will be used to improve organizational performance by developing and maintaining a highly skilled workforce of technical experts and leaders.

3. Commanders/directors will ensure supervisors develop and maintain Individual Development Plans (IDPs) for all civilian employees. I encourage the use of the IDP in conjunction with our evaluation support forms for all military personnel in the command. The plans will reflect mission requirements as well as employee professional development. Individual Development Plans for civilian personnel will be reviewed and updated at least semiannually, at the mid-year contributions/performance counseling and at the end of the rating period. Individual Development Plans for soldiers should be reviewed and updated upon review of the support or counseling forms.

4. Once training has been authorized through appropriate channels, supervisors are responsible to release employees to attend training. Employees are responsible to attend authorized training. Rescheduling or cancellation of authorized training should only occur in extreme circumstances.


ROBERT E. ARMBRUSTER
Major General, USA
Commanding

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